

## § 302-1.100

(e) A person not covered in § 302-1.1.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002]

### Subpart B—Requirement to Report Agency Data for Employee Relocation

SOURCE: FTR Amdt. 2011-01, 76 FR 18335, Apr. 1, 2011, unless otherwise noted.

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18335, Apr. 1, 2011, subpart B, consisting of §§ 302-1.100 through 302-1.102, was added to part 302-1, effective Aug. 1, 2011.

#### § 302-1.100 What is a comprehensive, automated relocation management system?

A comprehensive, automated relocation management system is a system that integrates into a single, electronic environment, information related to all aspects of employee relocation, including these and similar items:

- (a) Authorizations;
- (b) Reimbursements to employees and service providers;
- (c) Househunting trips;
- (d) Travel to the new permanent duty station;
- (e) Temporary quarters;
- (f) Transportation and storage of property;
- (g) Residence transactions;
- (h) Use of relocation services companies;
- (i) Property management services;
- (j) Miscellaneous expenses;
- (k) Relocation income taxes and allowances;
- (l) Appropriate electronic connections to agency payment and finance processes for all of the above; and
- (m) Standard and unique reports for use by agency relocation managers, agency executives, GSA, and others as needed.

#### § 302-1.101 What actions are agencies expected to take concerning the comprehensive, automated relocation management system?

Agencies should work toward unifying all aspects of relocation into a comprehensive, automated relocation management system.

## 41 CFR Ch. 302 (7-1-11 Edition)

#### § 302-1.102 Are agencies required to report their employee relocation activities to GSA?

Yes, every agency that spends more than \$5 million a year on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year, must annually report their employee relocation activities to GSA. GSA works with the agencies to develop and refine the data elements, report format, and due dates for these reports. GSA publishes these specific requirements in a series of FTR Bulletins.

### PART 302-2—EMPLOYEES ELIGIBILITY REQUIREMENTS

#### Subpart A—General Rules

Sec.

- 302-2.1 When may I begin my transfer or re-assignment?
- 302-2.2 May I relocate to my new official station before I receive a written travel authorization (TA)?
- 302-2.3 What determines my entitlements and allowances for relocation?
- 301-2.4 What is my effective transfer or appointment date?
- 302-2.5 May I relocate from a location other than the location specified in my relocation travel authorization?
- 302-2.6 May I be reimbursed for relocation expenses if I relocate to a new official station that is less than 50 miles from my old official station?

#### TIME LIMITS

- 302-2.7 When may I begin my travel and transportation after receiving authorization to do so?
- 302-2.8 When must I complete all aspects of my relocation?
- 302-2.9 If I am furloughed to perform active military duty, will I have to complete all aspects of the relocation within the time limitation?
- 302-2.10 Does the 2-year time period in § 302-2.8 include time that I cannot travel and/or transport my household effects due to shipping restrictions to or from my post of duty OCONUS?
- 302-2.11 May the 2-year time limitation for completing all aspects of a relocation be extended?

#### SERVICE AGREEMENTS AND DISCLOSURE STATEMENTS

- 302-2.12 What is a service agreement?
- 302-2.13 Am I required to sign a service agreement when transferring within or